



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
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MANDATORY SPLIT DISBURSEMENT FOR TRAVEL PAY REIMBURSEMENT

1. Reference Email from NGB-ARNG Fin Svc Ctr, dtd 29 Apr 03, subject Interim Instructions for Mandatory Split Disbursement.
2. Effective immediately, all units of the NJARNG will implement mandatory "split disbursement" for travel card reimbursements. Para 1 of the referenced e-mail message cited the Department of Defense directive, which made mandatory split disbursement a fact for all military personnel. Supervisors who review DD 1351-2 Travel Voucher will insure that Block 1 is marked for split disbursement. Effective 1 July 2003, travel vouchers received at the USPFO Comptroller Division will be processed using split disbursement, even if the individual does not select that option on the DD Fm 1351-2.
3. The split-disbursement option eliminates the cardholders' burden and cost of writing and mailing personal checks for travel payments. In addition, the use of direct deposit speeds the reimbursement process and reduces both administrative costs and account delinquencies. While this payment option will benefit all DoD travelers, it will be of particular value for those on long-term temporary duty submitting interim travel settlements, as it allows the travel card contractor to be paid directly.
4. Mandatory split disbursement for personnel traveling on technician, civilian or invitational travel orders has not been implemented by DFAS as of this date. We are awaiting implementation instructions.
5. The provisions of this policy will become effective for civilian employees as soon as the bargaining organizations have been notified and negotiations are accomplished.

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